



# మెంఫిస్ తెలుగు సమితి

A Non-profit organization serving Midsouth Telugu Community Since 1981

Tax ID : 32-0308498

## Telugu Association of Memphis

### THE PRESIDENT'S VOLUNTEER SERVICE AWARD

#### TELUGU ASSOCIATION OF MEMPHIS (TAM) CERTIFYING ORGANIZATION GUIDELINES

##### WHAT IS THE PRESIDENT'S VOLUNTEER SERVICE AWARD?

**President's Volunteer Service Award (PVSA)** to recognize the important role of volunteers in America's strength and national identity. This award honors individuals whose service positively impacts communities in every corner of the nation and inspires those around them to take action, too.

**Telugu Association of Memphis** is an official certifying organization for the **President's Volunteer Service Award**.

##### ELIGIBILITY AND CRITERIA

- Recipient(s) must be a United States citizen or a lawfully admitted permanent resident of the United States.
- To be certified by TAM you must be an active member of the TAM Youth Committee for a 12-month period, that is requested.
- Awards are issued for service hours served within a 12-month period (set by TAM) for the youth committee.
- TAM's calendar is from January 1st to December 31st each year.
- Awards are issued for volunteer service only; monetary or other in-kind contributions are not grounds for recognizing an individual with a President's Volunteer Service Award.
- All service hours must be verified by the TAM committee.
- Volunteer service hours must benefit Telugu Association of Memphis.
- Volunteers must be passionate to contribute to all TAM events.
- Volunteers in special events and other areas will be clocked based on the actual hours volunteered.
- Youth can volunteer up to 8 hours a day and a max of 30 hours per month.



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### HOURS BY AWARD

There are three levels based on the volunteer's age and the number of hours earned during the 12-month period specified by TAM. Hours are measured over a 12-month period and awards are based on cumulative hours. The awards are offered in multiple levels and designed to recognize each milestone of your service achievement. Levels include bronze, silver, gold and the highest honor, the President's Lifetime Achievement Award for those who contribute more than 4000 hours (about 5 and a half months) of service in their lifetime.

Hours by Award	BRONZE	SILVER	GOLD
Kids (5-10)	26-49	50-74	75+
Teens (11-15)	50-74	75-99	100+
Young Adult (16-25)	100-174	175-249	250+
Adults(26-older)	100-249	250-499	500+

### OPPORTUNITIES FOR VOLUNTEERING:

- Youth Committee roles, environmental services, food, and many more.
- Distribute flyers in local shops, libraries, temples.
- Help with circulating e-flyers.
- Stage/ Event Management Team: pre-& post stage management for various segments during an event.
- Line up of the segments; Pre-and Post-stage management for various segments during an event.
- Audio Team: Take all the requirements, coordinate with performing artists and work closely with the Cultural team and event coordinators.
- Digital Team: Take all the requirements, coordinate with performing artists and work closely with the Cultural team and event coordinators.
- Event: Pre-& post setup arrangement, take all the requirements, coordinate with performing artists and work closely with the Cultural team and event coordinators.
- Clean Up team: Pre & post events
- Front end Participation: Can volunteer in dance; music; theatre; audio setup; choreography; direction.



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Defining volunteer hours involves several key steps to ensure clarity and accuracy in tracking and reporting volunteer contributions. Here's a process to follow:

- **Identify the Scope:** Determine what activities constitute volunteering for your organization. This could include tasks like event assistance, administrative support, fundraising, mentoring, etc.
- **Establish Guidelines:** Develop clear guidelines outlining what qualifies as volunteer work. Specify the types of activities, time commitments, and any other relevant criteria.
- **Track Volunteer Hours:** Volunteers must log their hours through the electronic system defined by Youth EC Team. (Ex: Google Forms)
- **Verify Hours:** Designated team is responsible for verifying volunteer hours. This could involve reviewing timesheets, cross-checking event attendance records, or contacting delegated associate for confirmation.
- **Record Keeping:** Maintain organized records of volunteer hours. Keep track of who volunteered, when they volunteered, and how many hours they contributed. This information will be invaluable for reporting purposes.
- **Recognition and Appreciation:** Acknowledge and appreciate volunteers for their contributions. This could involve sending thank-you note, hosting appreciation events, or providing certificates of recognition.
- **Evaluate and Adjust:** Periodically review your volunteer hour tracking process to identify any areas for improvement. Solicit feedback from volunteers to ensure the system is working effectively and fairly.

By following these steps, you can effectively define and track volunteer hours within the organization, providing valuable data for reporting and recognition purposes.

If you have any further questions, you can contact:

Executive Committee	Email ID
Youth Chairperson	<a href="mailto:YouthChair@telugumemphis.org">YouthChair@telugumemphis.org</a>
Youth Director	<a href="mailto:YouthDirector@telugumemphis.org">YouthDirector@telugumemphis.org</a>
President	<a href="mailto:president@telugumemphis.org">president@telugumemphis.org</a>
Secretary	<a href="mailto:secretary@telugumemphis.org">secretary@telugumemphis.org</a>